

Font guidelines for Microsoft Word submissions to *Journal of Physics: Conference Series*

1. Text fonts

If you are using Word to prepare your paper, please format the text of your paper, including section, subsection and subsubsection headings, using the standard ‘Times’ font (or ‘Times Roman’ or ‘Times New Roman’ depending on the fonts installed on your computer). Please refer to ‘Preparing a paper using Microsoft Word for publication in *Journal of Physics: Conference Series*’ for full details (available from <http://jpconf.iop.org>). If you are using LaTeX, please use standard fonts as defined in the jpconf.cls LaTeX class file.

2. **Warning** about Word’s ‘Insert Symbol’ command

If at all possible please **avoid** using Word’s ‘Insert Symbol’ command. Symbols inserted in this way may not appear in the PostScript and PDF file of your article—they often ‘drop out’. Instead of using ‘Insert Symbol’, for example to type Greek characters, type the corresponding Latin character (e.g., ‘a’ for α) and manually change the font to Symbol using **Format** → **Font** and then select ‘Symbol’ font.

3. Math fonts and Microsoft Word

In general, mathematical symbols in the text should be formatted using the Symbol font. Equations inserted via Word’s Equation Editor (or MathType) should be formatted as described in sections 3.1 and 3.2.

3.1. To set font *sizes* in Equation Editor

- Create a new document and insert an equation (**Insert** → **Object**).
- Double-click the equation to bring up the equation toolbar (see figure 1).

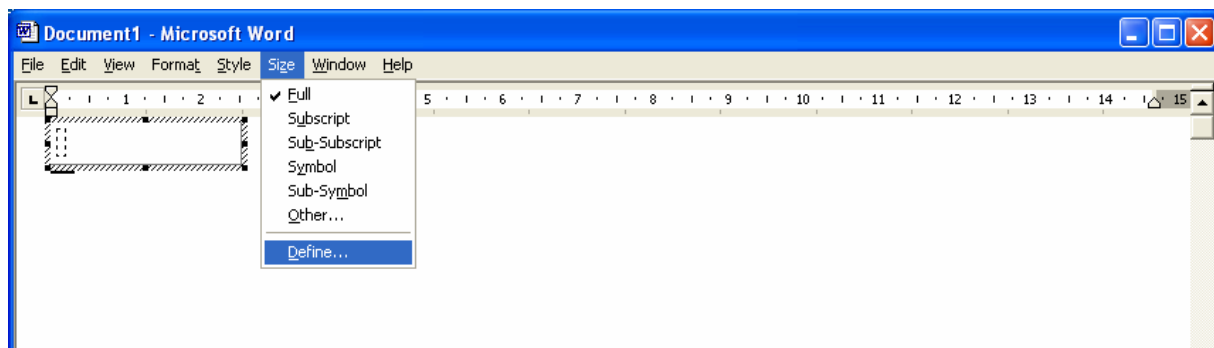


Figure 1. The equation toolbar.

- Select **Size** → **Define** to display the ‘Sizes’ dialog box (see figure 2). Type in the following values:

Full:	11pt
Subscript/Superscript:	8pt
Sub-Subscript/Superscript:	6pt

The remaining options can be set as follows:

Symbol:	15pt (or other value if you prefer)
Sub-symbol:	10pt (or other value if you prefer)

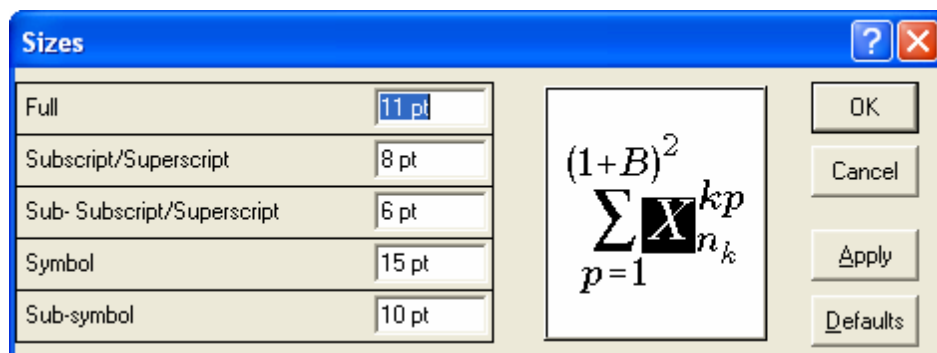


Figure 2. Setting font sizes in Equation Editor.

3.2. To set font *styles* in Equation Editor

- Create a new document and insert an equation.
- Double-click the equation to bring up the equation toolbar (see figure 1).
- Select **Style** → **Define** to display the ‘Styles’ dialog box (see figure 3).
- Set the equation styles as shown in figure 3. Note that you may see ‘Times’ or ‘Times Roman’ on your computer rather than the ‘Times New Roman’ shown in figure 3. This will depend on your computer’s configuration. **Make sure you use the same ‘version’ of ‘Times’ that you used for the text of your paper.**

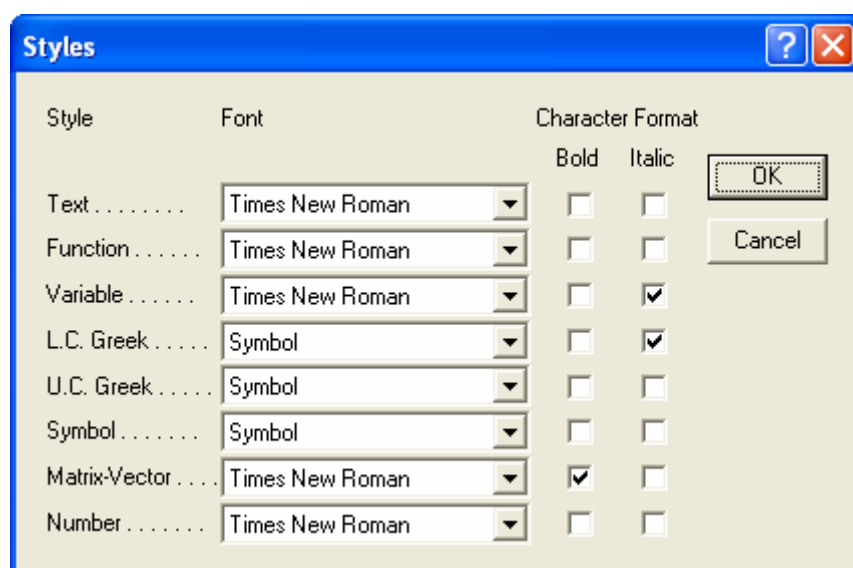


Figure 3. Choosing font styles in Equation Editor.